



BOARD OF COUNTY COMMISSIONERS
Mayor George Neugent, District 2
Mayor Pro Tem Heather Carruthers, District 3
Danny Kolhlage, District 1
David Rice, District 4
Sylvia Murphy, District 5



Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

December 10, 2012
Posting Date

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **TOLL COLLECTOR, CARD SOUND, KEY LARGO** IS NOW OPEN AT PAY GRADE **3** SALARY, **\$24,710.95 - \$34,595.32/40 HPW.**
(DEPENDING ON QUALIFICATIONS)

- | | |
|--|---|
| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
-
- | | |
|----------------|---|
| THIS POSITION: | <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION |
| | <input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION |

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


EMPLOYEE SERVICES DIVISION DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
PWCST012

PP.

MONROE COUNTY

JOB DESCRIPTION

Position Title: TOLL COLLECTOR

Date: 12/10/98

Position Level: 3

FLSA Status: Nonexempt

Class Code: 3-3

GENERAL DESCRIPTION

Primary function is to collect tolls from motorists, provide change if necessary and provide directions. Performs toll functions as quickly and efficiently as possible.

KEY RESPONSIBILITIES

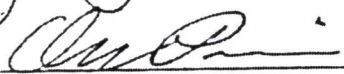
1. Collect tolls and provide change when necessary.*
2. Provide directions and information to motorists.
3. Provide receipts to motorists when necessary.*
4. Complete forms and make deposits.
5. Operate Security Gate.*
6. Classify vehicles for records.*
7. Perform minor maintenance and clean toll booth.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: TOLL COLLECTOR	Class Code:	Position Level: 3
--------------------------------	-------------	-------------------

KEY JOB REQUIREMENTS	
Education:	H.S. Diploma or GED required.
Experience:	0 to 1 year.
Impact of Actions:	Decisions and impact are limited to decisions and planning within a small work group or project team.
Complexity:	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
Decision Making:	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
Communication with Others:	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
Managerial Skills:	Involves no responsibility or authority for the direction of others.
Working Conditions/Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	On call 24 hours pending disasters.

APPROVALS		
Department Head:		
Name: <u>JOE MEDALLION</u>	Signature: <u></u>	Date: <u>1/9/99</u>
Division Director:		
Name: <u>Dent Pierce</u>	Signature: <u></u>	Date: <u>2/11/99</u>
County Administrator:		
Name: <u>James L. Roberts</u>	Signature: <u></u>	Date: <u>2/10/99</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____